

CIVIL AIR PATROL
Headquarters
Maryland Wing
P.O. Box 18341
Baltimore, MD 21240-8341

MDWG Supplement 1
CAPR 173-2
3 February 02

Finance

FINANCIAL PROCEDURES FOR CAP REGIONS AND WINGS

CAPM 173-2, 1 April 99, is supplemented as follows:

9.f. Members submitting vouchers to Maryland Wing for repayment of personal funds must submit MDWGF 20 with original receipts attached to the commander, Maryland Wing. This procedure will not replace CAP 108 procedures. MDWGF will also be used to submit vendors/suppliers invoices for payment.

9.g. When it is necessary to collect and disburse monies to support an approved Maryland Wing function, the function's project officer will account for all funds received from all sources and disbursements. MDWGF 21 will be used to record collections from all members in attendance at such events. The total number of participants, whether visitor, instructor, visiting instructor, student, inspectors or official guest, will be shown on this form. This form is the official register and may also be used for the activity's sign-in. The form will be authenticated by the activity project officer when making his/her closing report to the wing commander. Henceforth, closing reports for all Maryland Wing functions will be mandatory and accomplished on MDWGF 22, 22a, and 22b.

The rank, name, charter number, check/receipt number and amount collected will be shown in all cases.

9.h.. Maryland Wing functions that this supplement specifically covers are: Corporate Learning Courses, Squadron Leadership Schools, senior activities,

Region Staff College, Cadet leadership Schools, Cadet Encampment, Cadet Special Activities, MER SAR College; other activities that require National, Region and/or Maryland Wing funding and in all cases where there is a requirement for the collection of funds from participants.

9.i. An "authorized" signature is usually a director or project officer.

1) When CAPF 108 is submitted for payment to an unit, the unit commander must sign and present it to the wing director operations for signature and forwarding to the wing commander. If the CAPF108 is for payment to an individual, that individual must sign and present it to the director of operations for signature and presentation to the wing commander.

2) When MDWGF, covering a wing activity expense is submitted, it requires the project officer's signature and presentation to the wing commander.

3) A MDWGF covering purchases of parts/materials or services, supported by invoices or receipts incurred by a specific department or section of Maryland Wing requires that specific department director's signature and presentation to the wing commander.

4) The Maryland Wing organizational chart will identify who signs for a specific department or section, e.g., any communication expense requires

Supersedes MDWG Supplement 1, 1 January 1999

OPR: FM

Distribution: In accordance with CAPR 5-4

the director of communications signature etc.

JOHN F. REUTEMANN III, C/Lt Col, CAP
Administrative Officer

LAWRENCE L. TRICK, Col, CAP
Commander

6 Attachments:

1. MDWGF 20
2. MDWGF 21
3. MDWGF 22
4. MDWGF 22a
5. MDWGF 22b
6. MDWGF 22c

7. WING STAFF CHANNELS FOR MDWF 20

MDWG Supplement 1 CAPR 173-2

MARYLAND WING, CIVIL AIR PATROL

DATE

FINANCIAL VOUCHER FOR EXPENDITURES

PAYMENT TO:

ATTACH ORIGINAL RECEIPTS/INVOICES

QUALITY	DESCRIPTION	AMOUNT

CHARGE TO:

Activity or Project Officer or Mission Number

Director/Department Authorization:

Commander's Approval:

MARYLAND WING, CIVIL AIR PATROL

ROSTER OF PARTICIPANTS

ACTIVITY:

PAGE TOTAL \$

MDWG Supplement 1 CAPR 173-2

Finance Officer Signature
MDWGF 21, FEB 02

DATES: ____ / ____ / ____ To ____ / ____ / ____

FISCAL CLOSING REPORT

ACTIVITY:

INCOME:

Appropriation/Advance	\$
Amount Received from Participants	\$
Miscellaneous Income	\$
Subtotal	\$

EXPENSES:

Rental/Cost of Facility Used	\$
Meals *	\$
Supplies Purchased **	\$
Miscellaneous ***	\$
Subtotal	\$

* See Attachment A

** See Attachment B

*** See Attachment C

Net Difference \$**Forward Balance (Net Difference)**

Activity Director or Project Officer

Activity Finance Officer (Signature)

MEALS**PAGE ____ OF****DATE:**

	<u>NUMBER FED</u>	<u>COST PER PERSON</u>	<u>TOTAL COST PER DAY</u>
BREAKFAST	_____		
LUNCH	_____		
DINNER	_____	_____	\$

DATE:

	<u>NUMBER FED</u>	<u>COST PER PERSON</u>	<u>TOTAL COST PER DAY</u>
BREAKFAST	_____		
LUNCH	_____		
DINNER	_____	_____	\$

DATE:

	<u>NUMBER FED</u>	<u>COST PER PERSON</u>	<u>TOTAL COST PER DAY</u>
BREAKFAST	_____		
LUNCH	_____		
DINNER	_____	_____	\$

DATE:

	<u>NUMBER FED</u>	<u>COST PER PERSON</u>	<u>TOTAL COST PER DAY</u>
BREAKFAST	_____		
LUNCH	_____		
DINNER	_____	_____	\$

USE ADDITIONAL SHEETS AS NECESSARY

SUBTOTAL

\$

MDWF 22 ATTACHMENT A, FEB 02

[illegible]

MDWG Supplement 1 CAPR 173-2

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

SUBTOTAL \$

USE ADDITIONAL SHEETS AS NECESSARY

MDWGF 22 ATTACHMENT B, FEB 02

MISCELLANEOUS EXPENSES

PAGE _____ OF _____

[illegible]

MDWG Supplement 1 CAPR 173-2

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

SUBTOTAL \$
USE ADDITIONAL SHEETS AS NECESSARY

MDWGF 22 ATTACHMENT C, FEB 02

WING STAFF CHANNELS FOR MARYLAND WING FORM 20

SUBMIT MARYLAND WING FORM 20 DIRECTLY TO COMMANDER:

- Wing Inspector
- Government Relations
- Safety Officer
- Counter narcotics
- Project Officers (NCC Team, Honor Guard, Air Shows, etc.)
- Bandmaster
- Public Affairs Officer
- Director of Aerospace Education
- Director of Cadet Programs
- Personal Officer
- Director of Senior Programs
- Director of Communications
- Director of Logistics
- Emergency Services Officer
- Director of Operations

SUBMIT MARYLAND WING FORM 20 TO CHIEF OF STAFF:

- Administrative Officer
- Computer Advisor
- Chaplain
- Finance Officer
- Historian
- Medical Officer
- Training Officer
- Legal Officer

WING STAFF CHANNELS FOR MARYLAND WING FORM 20

DIRECTOR OF AEROSPACE EDUCATION

- Internal Aerospace Education
- External Aerospace Education

DIRECTOR OF CADET PROGRAMS

- Cadet Program Development Officer
- Cadet Activities
- Cadet Advisory Council

DIRECTOR OF LOGISTICS

- Supply Officer
- Transportation Officer

DIRECTOR OF OPERATIONS

- Flight Operations Officer
- Stan/Eval Officer
- Chief Check Pilot
- Aircraft Maintenance Officer
- Operations Administrative Officer

DIRECTOR OF EMERGENCY SERVICES

- Disaster Preparedness Officer
- Search and Rescue Officer